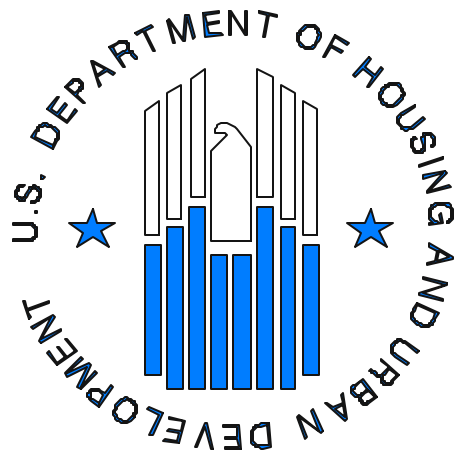


Lender Data Capture Guidance for FHA Connection Users

Single Family Appraisal Subsystem
(SASS)



February 8, 2000

Version 2.3

Module 1: Appraisal Logging Screen

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Appraisal Logging Screen

Purpose

The **Appraisal Logging** screen is used to enter appraisal information that is gathered by Single Family appraisers. This appraisal is written on one of two different forms, the new *Comprehensive Valuation Package* (Appendix A) or the old *The National Valuation Condition (VC) Sheet* (Appendix B).

The purpose of this document is to introduce the new fields on the **Appraisal Logging** screen. This includes describing the definition of each field on the screen and the required format for entering information to the screen. It also details where to find the information on both the new and old forms and how to enter it into the **Appraisal Logging** screen.

Objectives

Upon completion of this module, participants will be able to:

- Understand the different fields on the **Appraisal Logging** screen and the way data must be entered into the fields.
- Enter data into fields on the **Appraisal Logging** screen from the two available forms.

Document Overview

The document is divided into topics. The first topic is the field definitions and includes pictures of the screen to show where the fields are located. The format for entering the data is also described.

The next two topics show where to find the information on the various forms and where to enter that information on the **Appraisal Logging** screen. Pictures of the screen are included to show where the fields are located and sample forms are included in the appendices. The forms identify where the information is found.

Note that Topic 2 addresses use of both the new or old forms while Topic 3 addresses use of only the old *National Valuation Condition (VC) Sheet* form.



Topic 1: Field Definitions Overview

Purpose

The following document contains definitions for all of the fields on the **Appraisal Logging** screen.

The field definitions include the purpose of the field as well as the information that is entered into the field. The required format for data entry is also included.

An asterisk (*) next to the field name indicates a new field.



FHA Case Number: 061-1120355		H
* Property Information *		
<i>Address:</i>	100 NEW MAPLE DR SOUTH WINDSOR CT 060740000	
<i>Assigned Appraiser:</i>	CT2053 GAUTHIER, LAWRENCE	
<hr/>		
Appraisal Received Date:	09/27/95	
Sale Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>	

PROPERTY INFORMATION - INFORMATION ABOUT THE PROPERTY IS ENTERED INTO AND DISPLAYED ON THIS SECTION OF THE SCREEN
--

Note: The first three fields (FHA Case Number, Address, and Assigned Appraiser) are pre-filled with the information when the screen is pulled up. This information cannot be changed.

FHA Case Number - The FHA Case Number identifies/references the FHA case.

Address - The Address is the property address with subdivision/condo name, ID, and phase, if it applies.

Assigned Appraiser - The Assigned Appraiser is the ID, or license number, and full name of the assigned appraiser.

Appraisal Received Date - The Appraisal Received Date is the date the appraisal was received. The date must be entered as MM/DD/YY.

Sale Date - The Sale Date is the date the contract is ratified. The date must be entered as MM/DD/YY. This field is required for Non-HECM (Home Equity Conversion Mortgage) and Non-Refinance cases. The field will not appear for Refinance cases.



* Neighborhood Fields *				
Location: <input style="width: 80%;" type="text" value="Urban"/>	% Owned: <input style="width: 50%;" type="text"/>	Predominant Neighborhood Price: <input style="width: 80%;" type="text"/>		
%Land Use: 1 Family: <input style="width: 50%;" type="text"/>	2-4 Family: <input style="width: 50%;" type="text"/>	Multi: <input style="width: 50%;" type="text"/>	Commercl: <input style="width: 50%;" type="text"/>	

NEIGHBORHOOD FIELDS - INFORMATION ABOUT THE NEIGHBORHOOD IS ENTERED INTO THIS SECTION OF THE SCREEN

Location - The Location field is the type of neighborhood where the property is located. The field is a drop-down menu listing three possible location choices: Urban, Suburban, or Rural. This is a required field.

% Owned - The % Owned field is the percentage of neighborhood dwellings that are occupied by their owners. The number entered should be a percentage between 1 and 100. This is a required field.

Predominant Neighborhood Price - The Predominant Neighborhood Price field is the average price for a dwelling within the neighborhood. The price may not exceed \$650,000. This is a required field.

% Land Use – The % Land Use field is the distribution of land use as a percentage. Land use can be one of 4 types: single (1) family, 2-4 family, Multi, or commercial. The number entered in each field must be between 1 and 100, and the total of all 4 land use types may not exceed 100. This is a required field.

- **1 Family** - The 1 Family field is the percentage of land designed to house only one family.
- **2-4 Family** - The 2-4 Family field is the percentage of land designed to house from two to four families.
- **Multi** - The Multi field is the percentage of land designed to house more than four families.
- **Commercl** - The Commercl field is the percentage of land intended for business use, such as retail and wholesale stores, offices, restaurants, and hotels.



* Site Fields *	
Site Area: Sq Ft: <input style="width: 80px;" type="text"/>	Acres: <input style="width: 80px;" type="text"/>
Type: <input style="width: 100px;" type="text" value="Select Type"/>	Manufactured (HUD Code): <input type="radio"/> Yes <input type="radio"/> No

SITE FIELDS - INFORMATION ABOUT THE SITE IS ENTERED INTO THIS SECTION OF THE SCREEN

Sq. Ft. - The Sq. Ft. field is the total square footage of the property. This field should be used only if the site area is less than one acre. If the site is more than one acre, the Acres field should be used. One acre is equal to 43,560 square feet. This field can only hold five numbers.

Acres - The Acres field is the total acreage of the property. This field should be used only if the site area is more than one acre. This field can only hold six numbers.

Type - The Type field is the type of dwelling structure. The field is a drop-down menu listing four possible choices: Detached, Semi-Detached, Row, or Condo. This is a required field.

Manufactured (HUD Code) - The Manufactured (HUD Code) field indicates if the dwelling is a factory fabricated home and not a modular home. The options for this field are Yes or No. This is a required field.



* Physical Characteristic Fields *			
Foundation: <div style="border: 1px solid black; padding: 2px; width: 100%;">Select Foundation ▼</div>	Rooms: <div style="border: 1px solid black; width: 30px; height: 20px; margin: 2px auto;"></div>	Bedrooms: <div style="border: 1px solid black; width: 30px; height: 20px; margin: 2px auto;"></div>	Baths: <div style="border: 1px solid black; width: 30px; height: 20px; margin: 2px auto;"></div>
Living Area: <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>	Central Air: <input type="radio"/> Yes <input type="radio"/> No		Car Storage: <div style="border: 1px solid black; padding: 2px; width: 100%;">None ▼</div>

PHYSICAL CHARACTERISTIC FIELDS - INFORMATION ABOUT THE PHYSICAL CHARACTERISTICS IS ENTERED INTO THIS SECTION OF THE SCREEN

Foundation - The Foundation field is the type of property foundation. This field is a drop-down menu listing three possible choices: Basement, Concrete Slab, or Crawl Space. This is a required field. If the property contains a mixed percentage of Foundation types, enter the option containing the highest percentage.

Rooms - The Rooms field is the total number of above grade rooms in the dwelling. This field can only hold two numbers. This is a required field.

Bedrooms - The Bedrooms field is the total number of above grade bedrooms in the dwelling. This field can only hold two numbers. This is a required field.

Baths - The Baths field is the total number of above grade bathrooms in the dwelling. The number must be between 0.5 and 9.5, where 0.5 is a half-bath. This is a required field.

Living Area - The Living Area field is the total square footage of living area. This field can hold up to 4 numbers. This is a required field.

Central Air - The Central Air field is if the dwelling has central air-conditioning. The options for this field are Yes or No.

Car Storage - The Car Storage field is the type of parking facility. The field is a drop-down menu listing nine choices: None, One-car garage, Two-car garage, Three-car garage, Four-car garage, One-car carport, Two-car carport, Three-car carport, Four-car carport, or Driveway. This is a required field.



* Comparable Fields *	
How Many Comps Were Used in the Sales Comparison Approach? <input style="width: 50px;" type="text" value="3"/>	
Proximity to Subject: Adjacent to Property <input style="width: 60px;" type="text"/>	Net Dollar Adjustments: <input type="radio"/> + <input style="width: 50px;" type="text" value="1000"/> <input type="radio"/> - <input style="width: 50px;" type="text"/>
Total Number of Adjustments: <input style="width: 50px;" type="text" value="12"/>	

COMPARABLE FIELDS - INFORMATION ABOUT THE COMPARABLES IS ENTERED INTO THIS SECTION OF THE SCREEN

On the screen, there are 6 Comparable Fields sections available. For each comp that was used, a Comparable Field section should be completed.

*** How Many Comps Were Used in the Sales Comparison Approach?** - The How Many Comps Were Used in the Sales Comparison Approach field is the number of (comparable) properties that the appraiser used in the sales comparison of the property. The number has to be between 3 and 6. This is a required field.

*** Proximity to Subject** - The Proximity to Subject field is the proximity (location or distance) of the property used in the sales comparison from the appraised property. This field contains a drop-down menu listing seven choices: Across the Street, Adjacent to Property, Behind, Next Door, Blocks, Feet, and Miles. The field also contains a number field where the distance should be entered, if it applies. Distances of up to 25.00 blocks, 1000.00 feet, or 100.00 miles may be entered. The number of Proximity to Subject fields entered must equal the number entered in the How Many Comps Were Used In The Sales Comparison Approach? field. This is a required field.

*** Net Dollar Adjustments** - The Net Dollar Adjustments field is the total net dollar adjustments made for property's amenities and/or features. The entered number may be up to five numbers and must be preceded by a "+" or "-" sign. The number of Net Dollar Adjustments fields entered must equal the number entered in the How Many Comps Were Used In The Sales Comparison Approach? field. This is a required field.

*** Total Number of Adjustments** - The Total Number of Adjustments field is how many adjustments were done for the comparable/property. The number entered must be between 0 and 15. The number of Total Number Of Adjustments fields entered must equal the number entered in the How Many Comps Were Used In The Sales Comparison Approach? field. This is a required field.



* Reconciliation Fields *		
Appraised Value:	<input style="width: 90%;" type="text" value="115000"/>	
Actual Appraiser:	<input style="width: 100%;" type="text" value="MD123456789"/>	Date Appraised:
APPRaiser, FOR TEST		<input style="width: 20px;" type="text" value="04"/> / <input style="width: 20px;" type="text" value="26"/> / <input style="width: 20px;" type="text" value="99"/>
Which VC Form Was Used? <input style="width: 150px;" type="text" value="New VC (Comprehensive Valuation Pkg)"/>		

RECONCILIATION FIELDS - INFORMATION ABOUT RECONCILIATION IS ENTERED INTO THIS SECTION OF THE SCREEN
--

Appraised Value - The Appraised Value field is the appraised value of the property. The limit for this field is \$650,000 for Non-HECM (Home Equity Conversion Mortgage) cases. This is a required field.

Actual Appraiser - The Actual Appraiser field is the appraiser's ID or license number, beginning with a state abbreviation (such as MD) followed by a state issued license number. This field can only hold twenty-two letters and numbers. This is a required field.

Date Appraised - The Date Appraised field is the date the case was appraised. The date must entered as MM/DD/YY. This is a required field.

*** Which VC Form Was Used** - The Which VC Form Was Used field indicates if the new Comprehensive Valuation Package or the old National Valuation Condition (VC) Sheet was used to complete the appraisal. The field is a drop-down menu listing three options: New VC, Old VC and N/A. The N/A option is only allowed for proposed/under construction and 203(k) appraisals. Also note that the New VC form is required if the Date Appraised is on or after 3/1/2000. This is a required field.



*** Notice to the Lender ***

Full/Market Assessed Value:

Estimated Repair Costs:

NOTICE TO THE LENDER - INFORMATION ABOUT THE NOTICE TO LENDER IS ENTERED INTO THIS SECTION OF THE SCREEN

* **Full/Market Assessed Value** - The Full/Market Assessed Value field is the assessor's opinion of the property's full market value. This field can only hold six numbers. This is an optional field. If nothing has been entered on the form being used, you can leave this blank.

* **Estimated Repair Costs** - The Estimated Repair Costs field indicates the estimated repair costs of the property. This field can only hold five numbers. This is an optional field if there is not repair cost listed on the form.



* Notice to the Homebuyer *			
Site Hazards:	<input type="text" value="Yes"/>	Soil Contamination:	<input type="text" value="Yes"/>
Grading and Drainage Problems:	<input type="text" value="Yes"/>	Well, Individual Water Supply and Septic Problems:	<input type="text" value="Yes"/>
Wood Destroying Insects:	<input type="text" value="Yes"/>	Private Road Access and Maintenance Problems:	<input type="text" value="Yes"/>
Structural Deficiencies:	<input type="text" value="Yes"/>	Foundation Deficiencies:	<input type="text" value="Yes"/>
Roofing Deficiencies:	<input type="text" value="Yes"/>	Mechanical System Problems:	<input type="text" value="Yes"/>
General Health and Safety Deficiencies:	<input type="text" value="Yes"/>	Deteriorated Paint:	<input type="text" value="Yes"/>

NOTICE TO THE HOMEBUYER - INFORMATION ABOUT THE NOTICE TO HOMEBUYER IS ENTERED INTO THIS SECTION OF THE SCREEN

NOTE: The “N/A” value for all the physical conditions is only allowed when the “N/A” value for the Type of VC Form field is selected (for proposed/under construction and 203(k)).

* **Site Hazards** - This field indicates if the property is in a hazardous location. The options are Yes, No and N/A. This is a required field.

* **Soil Contamination** - This field indicates if the property has soil contamination. The options are Yes, No and N/A. This is a required entry if the New VC Form is being used but an optional entry if the Old VC (National VC Sheet) Form is being used.

* **Grading and Drainage Problems** - This field indicates if the property has grading and drainage problems. The options are Yes, No and N/A. This is a required field.

* **Well, Individual Water Supply and Septic Problems** - This field indicates if the property has well, individual water supply, or septic problems. The options are Yes, No and N/A. This is a required field.

* **Wood Destroying Insects** - This field indicates if the property has any wood destroying insects. The options are Yes, No and N/A. This is a required field.

* **Private Road Access and Maintenance Problems** - This field indicates if the property has private road access or maintenance problems. The options are Yes, No and N/A. This is a required field.



* Notice to the Homebuyer *			
Site Hazards:	<input type="text" value="Yes"/>	Soil Contamination:	<input type="text" value="Yes"/>
Grading and Drainage Problems:	<input type="text" value="Yes"/>	Well, Individual Water Supply and Septic Problems:	<input type="text" value="Yes"/>
Wood Destroying Insects:	<input type="text" value="Yes"/>	Private Road Access and Maintenance Problems:	<input type="text" value="Yes"/>
Structural Deficiencies:	<input type="text" value="Yes"/>	Foundation Deficiencies:	<input type="text" value="Yes"/>
Roofing Deficiencies:	<input type="text" value="Yes"/>	Mechanical System Problems:	<input type="text" value="Yes"/>
General Health and Safety Deficiencies:	<input type="text" value="Yes"/>	Deteriorated Paint:	<input type="text" value="Yes"/>

* **Structural Deficiencies** - This field indicates if the property has structural deficiencies. The options are Yes, No and N/A. This is a required field.

* **Foundation Deficiencies** - This field indicates if the property has foundation deficiencies. The options are Yes, No and N/A. This is a required field.

* **Roofing Deficiencies** - This field indicates if the property has roofing deficiencies. The options are Yes, No and N/A. This is a required field.

* **Mechanical Systems Problems** - This field indicates if the property has mechanical systems problems. The options are Yes, No and N/A. This is a required field.

* **General Health and Safety Deficiencies** - This field indicates if the property has any general health and safety deficiencies. The options are Yes, No and N/A. This is a required field.

* **Deteriorated Paint** - This field indicates if the property has deteriorated paint. The options are Yes, No and N/A. This is a required field.



Topic 2: Entering information from the Comprehensive Valuation Package to the Appraisal Logging Screen

Purpose

This topic contains the procedures for entering information listed in the Uniform Residential Appraisal Report and the Notice to Homebuyer sections of the new *Comprehensive Valuation Package* into the **Appraisal Logging** screen.

The first section is the Uniform Residential Appraisal Report, the second section is the Notice to Lender, and the third section is the Notice to Homebuyer.



Entering information from the Uniform Residential Appraisal Report to the Appraisal Logging Screen, Part 1 of the CVP

Using the *Uniform Residential Appraisal Report* section of the *Comprehensive Valuation Package*, enter the information found on the form into the listed field on the **Appraisal Logging** screen.

The name of the field on the document is listed in the FORM FIELD column of the table and the steps to take on the **Appraisal Logging** screen are listed in the SYSTEM FIELD and OPERATION column of the table.

The numbers in the FORM FIELD column correspond to a numbered version of the form found in Appendix A.



FHA Case Number: 061-1120355

[H](#)

*** Property Information ***

Address: 100 NEW MAPLE DR SOUTH WINDSOR CT 060740000

Assigned Appraiser: CT2053
GAUTHIER, LAWRENCE

Appraisal Received Date: 09/27/95

Sale Date: / /

PROPERTY INFORMATION

FORM FIELD	SYSTEM FIELD and OPERATION
1. Date of Sale	SALE DATE - Enter the date found in the Date of Sale field in the SALE DATE field.



* Neighborhood Fields *			
Location: <input style="width: 100%;" type="text" value="Urban"/>	% Owned: <input style="width: 50%;" type="text"/>	Predominant Neighborhood Price: <input style="width: 100%;" type="text"/>	
%Land Use: 1 Family: <input style="width: 50%;" type="text"/>	2-4 Family: <input style="width: 50%;" type="text"/>	Multi: <input style="width: 50%;" type="text"/>	Commercl: <input style="width: 50%;" type="text"/>

NEIGHBORHOOD FIELDS

FORM FIELD	SYSTEM OPERATION
2. Location	LOCATION - Select the Location from the drop down box in the LOCATION field.
3. Predominant Occupancy	%OWNED - Enter the information in this field into the %OWNED field.
4. Single Family housing Predominant Price	PREDOMINANT NEIGHBORHOOD PRICE - Enter the Predominant housing price in the PREDOMINANT NEIGHBORHOOD PRICE field. If there is a range, enter the <i>average</i> price.
5. Present Land use % <div style="margin-left: 20px;"> One family 2-4 family Multi-family Commercial </div>	1 FAMILY 2-4 FAMILY MULTI COMMERCL Enter the percentages found in each of the four fields on the form into the corresponding fields on the system.



* Site Fields *	
Site Area: Sq Ft: <input style="width: 80px;" type="text"/>	Acres: <input style="width: 80px;" type="text"/>
Type: <input style="width: 100px;" type="text" value="Select Type"/>	Manufactured (HUD Code): <input type="radio"/> Yes <input type="radio"/> No

SITE FIELDS

FORM FIELD	SYSTEM FIELD and OPERATION
6. Dimensions	<p>SQ. FT - Enter the square footage amount from the form to the SQ. FT. field.</p> <p>This field should be used only if the site area is less than one acre.</p> <p>One acre is equal to 43,560 square feet.</p>
7. Site Area	<p>ACRES - Enter the acreage amount from the form to the ACRES field. The Acres field is the total acreage of the property.</p> <p>This field should be used only if the site area is more than one acre.</p>
8. General Description Type – (Det./Att.)	<p>BUILDING TYPE - Select the Building Type from the drop down box in the BUILDING TYPE field.</p>
9. Exterior Description – Manufactured House	<p>MANUFACTURED HOUSING - TO indicate that the dwelling is a factory fabricated home and not a modular home, click the ‘yes’ radio button in the MANUFACTURED HOUSING field. If the dwelling is not a factory fabricated home, click the ‘no’ button.</p>



* Physical Characteristic Fields *			
Foundation: <input type="text" value="Select Foundation"/>	Rooms: <input type="text"/>	Bedrooms: <input type="text"/>	Baths: <input type="text"/>
Living Area: <input type="text"/>	Central Air: <input type="radio"/> Yes <input type="radio"/> No		Car Storage: <input type="text" value="None"/>

PHYSICAL CHARACTERISTIC FIELDS

FORM FIELD	SYSTEM FIELD and OPERATION
10. Foundation	FOUNDATION - Select the Foundation Type from the drop down box in the FOUNDATION field. If the foundation is composed of various types, enter the type with the the greatest percentage.
11. Rooms	ROOMS - Enter the number of above grade rooms in the dwelling in the ROOMS field.
12. Bedroom(s)	BEDROOMS - Enter the number of above grade rooms in the dwelling in the BEDROOMS field.
13. Bath(s)	BATHS - Enter the number of above grade baths in the dwelling in the BATHS field.
14. Square Feet of Gross Living Area	LIVING AREA - Enter the square footage of above grade gross living area in the LIVING AREA field.
15. Cooling – Central	CENTRAL AIR - Check the YES check box if the property has Central Air. Check NO if the property does not have Central Air.
16. Car Storage	Car Storage - Select the type of Car Storage from the Car Storage drop down box in the CAR STORAGE field.



* Comparable Fields *	
How Many Comps Were Used in the Sales Comparison Approach? <input style="width: 50px;" type="text" value="3"/>	
Proximity to Subject: Adjacent to Property 	Net Dollar Adjustments: <input type="radio"/> + <input style="width: 50px;" type="text" value="1000"/> <input type="radio"/> - <input style="width: 50px;" type="text"/>
Total Number of Adjustments: <input style="width: 40px;" type="text" value="12"/>	

COMPARABLE FIELDS

On the screen, there are 6 Comparable Fields sections available. For each comp that was done, a Comparable Field section should be completed on the screen.

FORM FIELD	SYSTEM FIELD and OPERATION
<p>17. Comparable No.1 Comparable No. 2 Comparable No. 3</p> <p>Possible attachment</p>	<p>HOW MANY COMPS WERE USED IN THE SALES COMPARISON APPROACH?</p> <p>Look at the form and count how many comparables were inspected. Enter this number in the HOW MANY COMPS WERE USED IN THE SALES COMPARISON APPROACH? field.</p>
<p>18. Proximity to Subject</p>	<p>PROXIMITY TO SUBJECT - Select the measure used to determine the distance between the comparable property and the subject property from the drop down box in the PROXIMITY TO SUBJECT field. Enter the numerical value of the distance in the field adjacent to the drop down box.</p>



*** Comparable Fields ***

How Many Comps Were Used in the Sales Comparison Approach?

Proximity to Subject:

Net Dollar Adjustments:

☐ +
☐ -

Total Number of Adjustments:

FORM FIELD	SYSTEM FIELD and OPERATION
19. + (-) adjustment (column)	TOTAL NUMBER OF ADJUSTMENTS - This field is how many adjustments were done for the comparable/property. You must count the number of adjustments listed in the Adjustment column and enter it into the TOTAL NUMBER OF ADJUSTMENTS field. The number entered must be between 0 and 15.
20. Net Adj. (total)	NET DOLLAR ADJUSTMENT For each comparable, enter the number found in the Net Adj. (total) field on the form into the NET DOLLAR ADJUSTMENT field. Show whether the adjustment was positive or negative by clicking on the + or - buttons. Note: Do not add the net dollar adjustments for each comparable together.



* Reconciliation Fields *	
Appraised Value: <input style="width: 100px;" type="text" value="115000"/>	
Actual Appraiser: <input style="width: 150px;" type="text" value="MD123456789"/>	Date Appraised: <input style="width: 30px;" type="text" value="04"/> / <input style="width: 30px;" type="text" value="26"/> / <input style="width: 30px;" type="text" value="99"/>
APPRAISER, FOR TEST	
Which VC Form Was Used? <input style="width: 150px;" type="text" value="New VC (Comprehensive Valuation Pkg)"/>	

RECONCILIATION FIELDS

NOTE - If the “Date Appraised” field is dated on or after 3/1/00, the appraisal must have been completed using the new VC form. After 3/1/00, if the old form is selected in the “Which VC Form Was Used?” field, an error message will occur when the user tries to submit the data.

FORM FIELD	SYSTEM FIELD and OPERATION
21. I (we) estimate the market value, as defined...as of	DATE APPRAISED - Enter the date the property was appraised in the APPRAISED VALUE field.
22. I (we) estimate the market value, as defined...to be	APPRAISED VALUE - Enter the appraised value found on the form in the APPRAISED VALUE field.
23. State Certification # or State License #	ACTUAL APPRAISER - Enter the Appraiser's ID in the ACTUAL APPRAISER field.



Entering information from the Notice to Lender to the Appraisal Logging Screen, Part 2 of the CVP, the Valuation Conditions Form

Using the Notice to Lender section of the *Comprehensive Valuation Package*—found in the Appendix on page A-4—enter the information found on the form into the listed field on the **Appraisal Logging** screen.

The name of the field on the document is listed in the FORM FIELD column of the table and the steps to take on the **Appraisal Logging** screen are listed in the SYSTEM and FIELD OPERATION column of the table.

* Notice to the Lender *	
Full/Market Assessed Value:	<input type="text" value="115000"/>
Estimated Repair Costs:	<input type="text" value="1000"/>

NOTICE TO THE LENDER

This information can be found on page A-6.

FORM FIELD	SYSTEM FIELD and OPERATION
1. Provide the current full/market assessed value:	FULL/MARKET ASSESSED VALUE - Enter the amount of the assessed value found on the form into this field.
2. Provide a summary of estimated repair costs:	ESTIMATED REPAIR COSTS - Enter the amount of the estimated repair costs found on the form into this field.



Entering information from the Notice to Homebuyer to the Appraisal Logging Screen, Part 3 of the CVP, the Homebuyer Summary

Using the Notice to Homebuyer section of the *Comprehensive Valuation Package*—found in the Appendix on page A-8—enter the information found on the form into the listed field on the **Appraisal Logging** screen.

The name of the field on the document is listed in the FORM FIELD column of the table and the steps to take on the **Appraisal Logging** screen are listed in the SYSTEM and FIELD OPERATION column of the table.

NOTE: If the appraisal is for 203(k) or proposed/under construction properties, enter “N/A” for all fields in the Notice to the Homebuyer section.

The following is the **Notice to Homebuyer** section of the **Appraisal Logging** screen:

* Notice to the Homebuyer *			
Site Hazards:	<input type="text" value="Yes"/>	Soil Contamination:	<input type="text" value="Yes"/>
Grading and Drainage Problems:	<input type="text" value="Yes"/>	Well, Individual Water Supply and Septic Problems:	<input type="text" value="Yes"/>
Wood Destroying Insects:	<input type="text" value="Yes"/>	Private Road Access and Maintenance Problems:	<input type="text" value="Yes"/>
Structural Deficiencies:	<input type="text" value="Yes"/>	Foundation Deficiencies:	<input type="text" value="Yes"/>
Roofing Deficiencies:	<input type="text" value="Yes"/>	Mechanical System Problems:	<input type="text" value="Yes"/>
General Health and Safety Deficiencies:	<input type="text" value="Yes"/>	Deteriorated Paint:	<input type="text" value="Yes"/>

Drop down boxes

Deficiencies



FORM FIELD	SYSTEM FIELD and OPERATION
1. SITE HAZARDS - If YES is on the form:	SITE HAZARDS - Click with the mouse on the YES button next to SITE HAZARDS.
1. SITE HAZARDS - If NO is on the form:	SITE HAZARDS - Click with the mouse on the NO button next to SITE HAZARDS.
2. SOIL CONTAMINATION - If YES is on the form:	SOIL CONTAMINATION - Click with the mouse on the YES button next to SOIL CONTAMINATION.
2. SOIL CONTAMINATION - If NO is on the form:	SOIL CONTAMINATION - Click with the mouse on the NO button next to SOIL CONTAMINATION.
3. GRADING AND DRAINAGE PROBLEMS - If YES is on the form:	GRADING AND DRAINAGE PROBLEMS - Click with the mouse on the YES button next to GRADING AND DRAINAGE PROBLEMS.
3. GRADING AND DRAINAGE PROBLEMS - If NO is on the form:	GRADING AND DRAINAGE PROBLEMS - Click with the mouse on the NO button next to GRADING AND DRAINAGE PROBLEMS.
4. WELL, INDIVIDUAL WATER SUPPLY AND SEPTIC PROBLEMS - If YES is on the form:	WELL, INDIVIDUAL WATER SUPPLY AND SEPTIC PROBLEMS - Click with the mouse on the YES button next to WELL, INDIVIDUAL WATER SUPPLY AND SEPTIC PROBLEMS.
4. WELL, INDIVIDUAL WATER SUPPLY AND SEPTIC PROBLEMS - If NO is on the form:	INDIVIDUAL WATER SUPPLY AND SEPTIC PROBLEMS - Click with the mouse on the NO button next to WELL, INDIVIDUAL WATER SUPPLY AND SEPTIC PROBLEMS.



FORM FIELD	SYSTEM FIELD and OPERATION
5. WOOD DESTROYING INSECTS - If YES is on the form:	WOOD DESTROYING INSECTS - Click with the mouse on the YES button next to WOOD DESTROYING INSECTS.
5. WOOD DESTROYING INSECTS - If NO is on the form:	WOOD DESTROYING INSECTS - Click with the mouse on the NO button next to WOOD DESTROYING INSECTS.
6. PRIVATE ROAD ACCESS AND MAINTENANCE PROBLEMS - If YES is on the form:	PRIVATE ROAD ACCESS AND MAINTENANCE PROBLEMS - Click with the mouse on the YES button next to PRIVATE ROAD ACCESS AND MAINTENANCE PROBLEMS.
6. PRIVATE ROAD ACCESS AND MAINTENANCE PROBLEMS - If NO is on the form:	PRIVATE ROAD ACCESS AND MAINTENANCE PROBLEMS - Click with the mouse on the NO button next to PRIVATE ROAD ACCESS AND MAINTENANCE PROBLEMS.
7. STRUCTURAL DEFICIENCIES - If YES is on the form:	STRUCTURAL DEFICIENCIES - Click with the mouse on the YES button next to STRUCTURAL DEFICIENCIES.
7. STRUCTURAL DEFICIENCIES - If NO is on the form:	STRUCTURAL DEFICIENCIES - Click with the mouse on the NO button next to STRUCTURAL DEFICIENCIES.
8. FOUNDATION DEFICIENCIES - If YES is on the form:	FOUNDATION DEFICIENCIES - Click with the mouse on the YES button next to FOUNDATION DEFICIENCIES.
8. FOUNDATION DEFICIENCIES - If NO is on the form:	FOUNDATION DEFICIENCIES - Click with the mouse on the NO button next to FOUNDATION DEFICIENCIES.



FORM FIELD	SYSTEM FIELD and OPERATION
9. ROOFING DEFICIENCIES - If YES is on the form:	ROOFING DEFICIENCIES - Click with the mouse on the YES button next to ROOFING DEFICIENCIES.
9. ROOFING DEFICIENCIES - If NO is on the form:	ROOFING DEFICIENCIES - Click with the mouse on the NO button next to ROOFING DEFICIENCIES.
10. MECHANICAL SYSTEMS PROBLEMS - If YES is on the form:	MECHANICAL SYSTEMS PROBLEMS - Click with the mouse on the YES button next to MECHANICAL SYSTEMS PROBLEMS.
10. MECHANICAL SYSTEMS PROBLEMS - If NO is on the form:	MECHANICAL SYSTEMS PROBLEMS - Click with the mouse on the NO button next to MECHANICAL SYSTEMS PROBLEMS.
11. GENERAL HEALTH AND SAFETY DEFICIENCIES - If YES is indicated on the form:	GENERAL HEALTH AND SAFETY DEFICIENCIES - Click with the mouse on the YES button next to GENERAL HEALTH AND SAFETY DEFICIENCIES.
11. GENERAL HEALTH AND SAFETY DEFICIENCIES - If NO is indicated on the form:	GENERAL HEALTH AND SAFETY DEFICIENCIES - Click with the mouse on the NO button next to GENERAL HEALTH AND SAFETY DEFICIENCIES.
12. DETERIORATED PAINT - If YES is indicated on the form:	DETERIORATED PAINT - Click with the mouse on the YES button next to DETERIORATED PAINT.
12. DETERIORATED PAINT - If NO is indicated on the form:	DETERIORATED PAINT - Click with the mouse on the NO button next to DETERIORATED PAINT.



Topic 3: Entering information from the old form, National Valuation Condition (VC) Sheet, to the Appraisal Logging Screen

Enter information from the old form, *National Valuation Condition (VC) Sheet* (Appendix B), to the Notice to Homebuyer section of the Appraisal Logging Screen.

Using the *National Valuation Condition (VC) Sheet*, enter the information found on the form into the listed field on the **Appraisal Logging** screen.

The name of the field on the document is listed in the FORM FIELD column of the table and the steps to take on the **Appraisal Logging** screen are listed in the SYSTEM and FIELD OPERATION column of the table.

The FORM FIELD column gives you the location of the information on the form. A sample form is found in Appendix B. The form is divided into sections identified with “VC” and a sequential number. Each VC section on the form is identified with a shaded box.

NOTE: If the appraisal is for 203(k) or proposed/under construction properties, enter “N/A” for all fields in the Notice to the Homebuyer section.

The following is the Notice to Homebuyer section of the **Appraisal Logging** Screen:

*** Notice to the Homebuyer ***

Site Hazards:	Yes ▼	Soil Contamination:	Yes ▼
Grading and Drainage Problems:	Yes ▼	Well, Individual Water Supply and Septic Problems:	Yes ▼
Wood Destroying Insects:	Yes ▼	Private Road Access and Maintenance Problems:	Yes ▼
Structural Deficiencies:	Yes ▼	Foundation Deficiencies:	Yes ▼
Roofing Deficiencies:	Yes ▼	Mechanical System Problems:	Yes ▼
General Health and Safety Deficiencies:	Yes ▼	Deteriorated Paint:	Yes ▼

Deficiencies

Drop down boxes



Review the **Location Property Analysis Section** of the *National Valuation Condition (VC) Sheet*. Enter the information on the form into the appropriate field on the **Notice to Homebuyer** screen.

FORM FIELD	SYSTEM FIELD and OPERATION
If the line next to Location and Property Acceptable is checked:	SITE HAZARDS - Click with the mouse on the NO button next to SITE HAZARDS.
If the line next to Location223E/Property Acceptable is checked:	SITE HAZARDS - Click with the mouse on the NO button next to SITE HAZARDS.
If the line next to Location Rejected is checked:	SITE HAZARDS - Click with the mouse on the YES button next to SITE HAZARDS.
If the line next to Location Rejected/Property Rejected is checked:	SITE HAZARDS - Click with the mouse on the YES button next to SITE HAZARDS.
If the line next to Location Rejected 223E/Property Rejected is checked:	SITE HAZARDS - Click with the mouse on the YES button next to SITE HAZARDS.
If the line next to Location and Property Rejected is checked:	SITE HAZARDS - Click with the mouse on the YES button next to SITE HAZARDS.



Review the **VC-1 Structural Defects Section** of the *National Valuation Condition (VC) Sheet*. Enter the information on the form into the appropriate field on the **Notice to Homebuyer** screen.

FORM FIELD	SYSTEM FIELD and OPERATION
If foundation is checked in this section:	FOUNDATION DEFICIENCIES - Click with the mouse on the YES button next to FOUNDATION DEFICIENCIES.
If floor support system is checked in this section:	STRUCTURAL DEFICIENCIES - Click with the mouse on the YES button next to STRUCTURAL DEFICIENCIES.
If framing is checked in this section:	STRUCTURAL DEFICIENCIES - Click with the mouse on the YES button next to STRUCTURAL DEFICIENCIES if you have not already clicked on it.
If roof is checked in this section:	ROOFING DEFICIENCIES - Click with the mouse on the YES button next to ROOFING DEFICIENCIES.



Review the **VC-2 Attic - Basement - Crawl Space Section** of the *National Valuation Condition (VC) Sheet*. Enter the information on the form into the appropriate field on the **Notice to Homebuyer** screen.

FORM FIELD	SYSTEM FIELD and OPERATION
If the line next to attic is checked in this section:	STRUCTURAL DEFICIENCIES - Click with the mouse on the YES button next to STRUCTURAL DEFICIENCIES.
If the line next to crawl space is checked in this section:	FOUNDATION DEFICIENCIES - Click with the mouse on the YES button next to FOUNDATION DEFICIENCIES.
If the line next to attic is not checked:	STRUCTURAL DEFICIENCIES - Click with the mouse on the NO button next to STRUCTURAL DEFICIENCIES, as long as you did not click on the YES button in the previous section.
If the line next to crawl space is not checked:	FOUNDATION DEFICIENCIES - Click with the mouse on the NO button next to FOUNDATION DEFICIENCIES as you did not click on the YES button in the previous section.
If anything is written in Part B:	FOUNDATION DEFICIENCIES - Click with the mouse on the YES button next to FOUNDATION DEFICIENCIES if you have not already clicked on it.



Review the **VC-3 Grading and Drainage Section** of the *National Valuation Condition (VC) Sheet*. Enter the information on the form into the appropriate field on the **Notice to Homebuyer** screen.

FORM FIELD	SYSTEM FIELD and OPERATION
If this VC section is circled:	GRADING AND DRAINAGE PROBLEMS - Click with the mouse on the YES button next to GRADING AND DRAINAGE PROBLEMS.
If this VC section is not circled:	GRADING AND DRAINAGE PROBLEMS - Click with the mouse on the NO button next to GRADING AND DRAINAGE PROBLEMS.

Review the **VC-4 Mechanical Systems Section** of the *National Valuation Condition (VC) Sheet*. Enter the information on the form into the appropriate field on the **Notice to Homebuyer** screen.

FORM FIELD	SYSTEM FIELD and OPERATION
If any of the utilities are checked in Part A OR ...If anything is written in Part B:	MECHANICAL SYSTEMS PROBLEMS - Click with the mouse on the YES button next to MECHANICAL SYSTEMS PROBLEMS.
If none of the utilities are checked in Part A AND ... If nothing is written in Part B:	MECHANICAL SYSTEMS PROBLEMS - Click with the mouse on the NO button next to MECHANICAL SYSTEMS PROBLEMS.

Review the **VC-5 Private Road Access and Maintenance Section** of the *National Valuation Condition (VC) Sheet*. Enter the information on the form into the appropriate field on the **Notice to Homebuyer** screen.



FORM FIELD	SYSTEM FIELD and OPERATION
<p>If anything is written on the Name of Road line:</p>	<p>PRIVATE ROAD ACCESS AND MAINTENANCE PROBLEMS -</p> <p>Click with the mouse on the YES button next to PRIVATE ROAD ACCESS AND MAINTENANCE PROBLEMS.</p>
<p>If nothing is written on the Name of Road line:</p>	<p>PRIVATE ROAD ACCESS AND MAINTENANCE PROBLEMS -</p> <p>Click with the mouse on the NO button next to PRIVATE ROAD ACCESS AND MAINTENANCE PROBLEMS.</p>



Review the **VC-6 Well, Individual Water Supply, and Septic Section** of the *National Valuation Condition (VC) Sheet*. Enter the information on the form into the appropriate field on the **Notice to Homebuyer** screen.

FORM FIELD	SYSTEM FIELD and OPERATION
If anything is checked or circled in this VC section:	WELL, INDIVIDUAL WATER SUPPLY, AND SEPTIC PROBLEMS - Click with the mouse on the YES button next to WELL, INDIVIDUAL WATER SUPPLY, AND SEPTIC PROBLEMS.
If nothing is checked or circled in this VC section:	WELL, INDIVIDUAL WATER SUPPLY, AND SEPTIC PROBLEMS - Click with the mouse on the NO button next to WELL, INDIVIDUAL WATER SUPPLY, AND SEPTIC PROBLEMS.

Review the **VC-7 Lead Base Paint Hazard Section** of the *National Valuation Condition (VC) Sheet*. Enter the information on the form into the appropriate field on the **Notice to Homebuyer** screen.

FORM FIELD	SYSTEM FIELD and OPERATION
If anything is circled in this VC section:	DETERIORATED PAINT - Click with the mouse on the YES button next DETERIORATED PAINT.
If nothing is circled in this VC section:	DETERIORATED PAINT - Click with the mouse on the NO button next DETERIORATED PAINT.

Disregard **Sections VC-9 and VC-10** of the *National Valuation Condition (VC) Sheet*.



Review the **VC-11 Wood Infestation and Soil Poisoning Section** of the *National Valuation Condition (VC) Sheet*. Enter the information on the form into the appropriate field on the **Notice to Homebuyer** screen.

FORM FIELD	SYSTEM FIELD and OPERATION
If part A is circled in this VC section:	WOOD DESTROYING INSECTS - Click with the mouse on the YES button next to WOOD DESTROYING INSECTS.
If part B or C are circled in this VC section:	WOOD DESTROYING INSECTS - Click with the mouse on the NO button next to WOOD DESTROYING INSECTS.

11. Review the **VC-12 Other Repair/Condition Items Seen by Appraiser Not Previously Listed Section** of the *National Valuation Condition (VC) Sheet*. Enter the information on the form into the appropriate field on the **Notice to Homebuyer** screen.

FORM FIELD	SYSTEM FIELD and OPERATION
If anything is written in this VC section:	GENERAL HEALTH AND SAFETY DEFICIENCIES - Click with the mouse on the YES button next to GENERAL HEALTH AND SAFETY DEFICIENCIES.
If nothing is written in this VC section:	GENERAL HEALTH AND SAFETY DEFICIENCIES - Click with the mouse on the NO button next to GENERAL HEALTH AND SAFETY DEFICIENCIES.

Note: You are not required to complete the SOIL CONTAMINATION field on the **Notice to Homebuyer** screen.



Appendix A

Comprehensive Valuation Package (new)



File No. 007

Course Code: ECE671M 2002

From 1163 to 1170, 3300 for Windows' original software by a 16 mode. int. ... 1.000.000.000



Valuation Section

UNIFORM RESIDENTIAL APPRAISAL REPORT

File No. 007

ESTIMATED SITE VALUE

ESTIMATED REPRODUCTION COST-NEW-OF IMPROVEMENTS:

Garage/Carport

Total Estimated Cost New

Depreciation

Depreciated Value of Improvements

"As-Is" Value of Site Improvements

INDICATED VALUE BY COST APPROACH

Comments on Cost Approach (such as: source of cost estimate, site value, square foot calculation and for HUD, VA and FHA, the estimated remaining economic life of the property):

ITEM

SUBJECT

COMPARABLE NO. 1

COMPARABLE NO. 2

COMPARABLE NO. 3

Address

Proximity to Subject

Sales Price

Price/Square Living Area

Date and/or Verification Source

VALUE ADJUSTMENTS

Sales or Financing Concessions

Date of Sale/Time

Location

Leasehold/Free Simple

Site

View

Design and Appeal

Quality of Construction

Age

Condition

Above Grade

Room Count

Below Grade

Basement & Finished

Basement Below Grade

Functional Utility

Heating/Cooling

Fences/Other Items

Garage/Carport

Porch, Patio, Deck

Fence, Pool, etc.

Net Adj. Total

Adjusted Sales Price of Comparable

Comments on Sales Comparison (including the subject property's compatibility to the neighborhood, etc.):

ITEM

SUBJECT

COMPARABLE NO. 1

COMPARABLE NO. 2

COMPARABLE NO. 3

Date, Price and Date Source, for prior sales within year of appraisal

Analysis of any current agreement of sale, option, or listing of subject property and analysis of any prior sales of subject and comparables within one year of the date of appraisal

INDICATED VALUE BY SALES COMPARISON APPROACH

INDICATED VALUE BY INCOME APPROACH (if Applicable)

This appraisal is made

Conditions of Appraisal

Final Reconciliation

The purpose of this appraisal is to estimate the market value of the real property that is the subject of this report, based on the above conditions and the certification, contingent and linking conditions, and market value definition that are stated in the attached Freddie Mac Form 4399/FHA Form 70042 (Revised 1/96) ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE REAL PROPERTY THAT IS THE SUBJECT OF THIS REPORT, AS OF (WHICH IS THE DATE OF INSPECTION AND THE EFFECTIVE DATE OF THIS REPORT) TO BE

APPRaiser:

Signature

Name

Date Report Signed

State Certification #

Or State License #

SUPERVISORY APPRAISER (ONLY IF REQUIRED):

Signature

Name

Date Report Signed

State Certification #

Or State License #

21

22

23



NOTICE TO THE LENDER

All required repairs must be completed in a professional manner, in compliance with HUD's guidelines and satisfied prior to closing. The lender is responsible for coordinating repairs. A professionally licensed, bonded, registered engineer, licensed home inspector or appropriately registered/licensed trades person, as applicable, must provide documentation that all deficiencies have been acceptably corrected upon completion of repairs.

THE LENDER IS REQUIRED TO TRANSMIT THIS APPRAISAL TO THE BORROWER/BUYER AS SOON AS POSSIBLE

SITE CONSIDERATIONS

VC-1 SITE HAZARDS AND NUISANCES

Check the appropriate response for *readily observable* evidence of hazards. Hazards, as defined below, are conditions that endanger the health and safety of the occupants and/or the marketability of the property. Use these criteria to determine the extent of the hazard. Please refer to HUD Handbook 4150.2 Section 2-2 for unacceptable locations and the protocol in Appendix D of the Handbook for further guidance. If the required component is not visible during the site visit, provide a detailed comment.

Provide a description of yes responses on Page 4:

- a. Surface evidence of subsidence/sink holes
() yes
- b. Operating oil or gas wells within 300 feet of existing construction
() yes
- c. Operating oil or gas wells within 75 feet of new construction
() yes
- d. Abandoned oil or gas well within 10 feet of new/existing
() yes
- e. Readily observable evidence of slush pits
() yes
- f. Excessive noise or hazard from heavy traffic area
() yes
- g. New/proposed construction in airport clear zone
() yes
- h. High-pressure gas or petroleum lines within 10 feet of property
() yes
- i. Overhead high voltage transmission lines within engineering (designed) fall distance
() yes
- j. Excessive hazard from smoke, fumes, offensive noises or odors
() yes
- k. New/proposed construction in Special Flood Hazard Areas without LOMA or LOMR
() yes
- l. Stationary storage tanks with more than 1000 gallons of flammable or explosive material.
() yes

PROPERTY CONSIDERATIONS

Mark "YES" for any *readily observable* deficiency noted below. Each "YES" constitutes a limiting condition on the appraisal. Each condition requires repair or further inspection. These conditions must be satisfied prior to closing for the mortgage to be eligible for FHA mortgage insurance. Please refer to HUD Handbook 4150.2 Section 3-6 for guidance on HUD's General Acceptability Criteria. Also, refer to the protocol in Appendix D of the

Handbook for repair and inspection requirement parameters.

VC-2 SOIL CONTAMINATION

Check the appropriate response for evidence of environmental contamination

Provide a description of yes responses on Page 4:

- a. On-site septic shows observable evidence of system failure
() yes () no
- b. Surface evidence of an Underground Storage Tank (UST)
() yes () no
- c. Proximity to dumps, landfills, industrial sites or other locations that could contain hazardous materials
() yes () no
- d. Presence of pools of liquid, pits, ponds, lagoons, stressed vegetation, stained soils or pavement, drums or odors
() yes () no

VC-3 GRADING AND DRAINAGE

Check the appropriate response for evidence of topographical problems.

Provide a description of yes responses on Page 4:

- a. Grading does not provide positive drainage from structure
() yes () no
- b. Standing water proximate to structure
() yes () no

VC-4 WELL, INDIVIDUAL WATER SUPPLY AND SEPTIC

Check the appropriate response with regard to individual wells and septic system.

Provide a description of yes responses on Page 4:

- a. Property lacks connection to public water*
() yes () no
 - b. Property lacks connection to a public/community sewer system
() yes () no
- *Lender will require water testing for "yes" response.

NOTE: Connection should be made to public or community water/sewage disposal system. Estimate distance to sewer or water hook-up and whether hook-up is practical.

VC-5 WOOD DESTROYING INSECTS

Check the appropriate response for evidence of wood infestation

Provide a description of yes responses on Page 4:

- a. Structure and accessory buildings are ground level and/or wood is touching ground
() yes () no



- b. The house and/or other structures within the legal boundaries of the property show obvious evidence of active termite infestation
() yes () no

VC-6 Private Road Access And Maintenance

Check the appropriate response for evidence of Private Road Access and maintenance problems.

Provide a description of yes responses on Page 4:



- a. Property inaccessible by foot or vehicle
() yes () no
- b. Property accessible only by a private road or drive*
() yes () no
- c. Property is not provided with an all-weather surface
(gravel is acceptable).
() yes () no

*In all cases where a private road exists, submit evidence that _____
(name of road)

is protected by a permanent recorded easement (non-exclusive, non-revocable roadway, driveway easement without trespass from the property to a public street/road) and that there is an acceptable maintenance agreement recorded on the property.

Provide a detailed description of the road's condition:

VC-7 STRUCTURAL CONDITIONS

Check the appropriate response for evidence of structural condition problems.

Provide a description of yes responses on Page 4:

Floor Support Systems

- a. Significant cracks
() yes () no
- b. Evidence of water/leakage or damage
() yes () no
- c. Rodent Infestation
() yes () no

Framing/Walls/Ceiling

- d. Significant cracks
() yes () no
- e. Visible holes in exposed areas that could effect structure
() yes () no
- f. Significant water damage
() yes () no

Attic

- g. Evidence of holes
() yes () no
- h. Support structure not intact or damaged
() yes () no
- i. Significant water damage visible from interior
() yes () no
- j. No ventilation by vent, fan or window
() yes () no

VC-8 FOUNDATION

(Appraiser must have full access to these areas)
Check the appropriate response for evidence of foundation/basement or crawl space problems.

Provide a description of yes responses on Page 4:

Foundation/Basement

- a. Inadequate access
() yes () no
- b. Evidence of significant water damage
() yes () no
- c. Significant cracks or erosion in exposed areas that could effect structural soundness
() yes () no

Crawl Space

- d. Inadequate Access
() yes () no

- e. Space inadequate for maintenance and repair
(<18 inches)
() yes () no
- f. Support beams not intact
() yes () no
- g. Excessive dampness or ponding of water
() yes () no

VC-9 ROOFING

Check the appropriate response for evidence of all roofing problems

Provide a description of yes responses on Page 4:

- a. Does not cover entire house
() yes () no
- b. Evidence of deterioration of roofing materials
() yes () no
- c. Roof life less than two years*
() yes () no
- d. Holes
() yes () no
- e. Signs of leakage observable from ground (i.e., missing tiles)
() yes () no
- f. Flat Roof**
() yes () no

*HUD/FHA requires that the roof have at least 2 years remaining life. If the roof has less than 2 years remaining life, then the appraiser must call for re-roofing or repair. The condition must clearly state whether the subject is to be repaired or re-roofed. FHA will accept a maximum of 3 layers of existing roofing. If more than 2 layers exist and repair is necessary, then all old roofing must be removed as part of the re-roofing.

**All flat roofs require inspection.

VC-10 MECHANICAL SYSTEMS

(All utilities must be turned on at time of appraisal, if possible)

Check the appropriate response for evidence of mechanical system problems.

Provide a description of yes responses on Page 4:

Furnace/Heating System

- a. Unit does not turn 'On'
() yes () no
- b. Warm air is not emitted
() yes () no
- c. Unusual or irregular noises are heard
() yes () no
- d. Smoke or irregular smell is emitted
() yes () no
- e. Unit shuts down prior to reaching desired temperature
() yes () no
- f. Significant holes or deterioration on the unit(s)
() yes () no

Air Conditioning (central)

- g. Unit does not turn 'On'
() yes () no
- h. Cold air is not emitted
() yes () no
- i. Irregular noises are heard
() yes () no
- j. Smoke or irregular smell is emitted
() yes () no
- k. Unit shuts down prior to reaching desired temperature
() yes () no



- l. Significant holes or deterioration on the unit(s)
() yes () no

Electrical System

- m. Electrical switches do not turn 'on' or 'off' (check
representative sample)
() yes () no
- n. Outlets do not function (check representative
sample)
() yes () no
- o. Presence of sparks or smoke from outlet(s)
() yes () no
- p. Exposed wiring visible in living areas
() yes () no
- q. Frayed wiring
() yes () no



Plumbing System

Toilet

- r. Toilets do not function
() yes () no
- s. Presence of leak(s)
() yes () no

Leaks

- t. Structural damage under fixtures
() yes () no
- u. Puddles present
() yes () no

Sewer System

- v. Observable surface evidence of malfunction
() yes () no

Sinks

- w. Basin or pipes leak
() yes () no
- x. Water does not run
() yes () no

Water

- y. Significant drop or limitation in pressure
() yes () no
- z. No hot water
() yes () no

VC-11 OTHER HEALTH AND SAFETY DEFICIENCIES

Check the appropriate response for evidence of health and safety deficiencies.

Provide a description of yes responses on Page 4:

- a. Multiple Broken windows
() yes () no
- b. Broken or missing exterior stairs
() yes () no
- c. Broken or missing exterior doors
() yes () no
- d. Inadequate/blocked entrances or exits
() yes () no
- e. Steps without handrails
() yes () no
- f. The mechanical garage door does not reverse or stop when meeting reasonable resistance during closing
() yes () no
- g. Please identify location of all health safety deficiencies, and note others not included in this or any other VC on the comment page

VC-12 LEAD BASED PAINT HAZARD

For any home built prior to 1978, check for evidence of defective paint surfaces, including: peeling, scaling or chipping paint.

Provide a description of yes responses on Page 4:

- a. Evidence on interior

() yes () no

- b. Evidence on exterior
() yes () no
- c. Year built _____

If the home was built before 1978, this may indicate a lead paint hazard. For all FHA insured properties, the seller is required to correct all defective paint in or on dwelling units built before January 1, 1978 in accordance with 24 CFR Part 35.

VC-13 CONDOMINIUMS AND PLANNED UNIT DEVELOPMENTS (PUD)

Provide a description of yes responses on Page 4:

- a. This project is not on FHA's approval list
() yes () no
- b. The property does not meet owner-occupancy standards
() yes () no
- c. This property does not meet completion standards
() yes () no

ADDENDA

- A. Provide the current full/market assessed value:
\$ _____
- B. Provide a summary of estimated repair costs:
\$ _____

Please attach any additional information/reports and give number of attached pages.

Public reporting burden for the collection of information is estimated to average 30 minutes to complete the Comprehensive Valuation Package. This includes the time for reviewing the associated Handbook and reporting the data. This does not include the requisite market research or the appraisal process. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Privacy Act Notice: This information is required for the U.S. Department of Housing and Urban Development to endorse a single family mortgage and is used for underwriting purposes. The collection of this information is necessary to comply with HUD's Home Buyer Protection Plan. The information may be made available to a federal agency for review. This information is not confidential and will be made available to the public



Important

NOTICE TO THE HOMEBUYER

Read Carefully

As part of our job insuring the mortgage for the lender, the FHA requires the lender to conduct an appraisal to:

- estimate the value of your potential new home
- make sure it meets *minimal* FHA standards
- ensure that it will be marketable

Appraisals are different from home inspections. Home inspections give more detailed information about your potential new home.

This report is a summary of the observations of an appraiser who visited the property. If there was a problem, the appraiser answered "YES" under "Problem".

If any condition is marked [yes], this means that the property you want to buy does not currently meet FHA's Minimum Property Standards. Until this condition is resolved, your lender may not provide you with an FHA insured loan consistent with FHA procedures.

You should speak to your lender about how this situation needs to be handled. You should also make sure that you are confident that the physical condition of this property meets all of your expectations.

For a copy of the full appraisal, contact your lender.

If you have any questions, call us at **1-800-569-4287**.

Physical Condition	Problem (Y)	Comments
Site Hazards		
Soil Contamination		
Grading and Drainage Problems		
Well, Individual Water Supply and Septic Problems		
Wood Destroying Insects		
Private Road Access and Maintenance Problems		
Structural Deficiencies		
Foundation Deficiencies		
Roofing Deficiencies		
Mechanical Systems Problems		
General Health and Safety Deficiencies		
Deteriorated Paint		

The conditions listed above are reflected on the Valuation Conditions Form (Part 2 of the Comprehensive Valuation Package) of this appraisal. **The lender is required to transmit this Notice to the Homebuyer form to the buyer at least five business days prior to loan closing.**

X _____

FHA Roster Appraiser SignatureID NumberValuation Date

Homebuyer acknowledges receipt of Part 3: Summary:

X _____

X _____

Homebuyer (s) Signature(s):Date Received



For Your Protection: Get a Home Inspection

Name of Buyer _____

Property Address _____

What the FHA Does for Buyers... and What We Don't Do

What we do: FHA helps people become homeowners by insuring mortgages for lenders. This allows lenders to offer mortgages to first-time buyers and others who may not qualify for conventional loans. Because the FHA insures the loan for the lender, the buyer pays only a very low down-payment.

What we don't do: FHA does not guarantee the value or condition of your potential new home. If you find problems with your new home after closing, we can not give or lend you money for repairs, and we can not buy the home back from you.

That's why it's so important for you, the buyer, to get an independent home inspection. Before you sign a contract, ask a qualified home inspector to inspect your potential new home and give you the information you need to make a wise decision.

Appraisals and Home Inspections are Different

As part of our job insuring the loan, we require that the lender conduct an FHA appraisal. An appraisal is different from a home inspection. Appraisals are for lenders; home inspections are for buyers. The lender does an appraisal for three reasons:

- to estimate the value of a house
- to make sure that the house meets FHA minimum property standards

to make sure that the house is marketable

Why a Buyer Needs a Home Inspection

A home inspection gives the buyer more detailed information than an appraisal--information you need to make a wise decision. In a home inspection, a qualified inspector takes an in-depth, unbiased look at your potential new home to:

- evaluate the physical condition: structure, construction, and mechanical systems
- identify items that need to be repaired or replaced
- estimate the remaining useful life of the major systems, equipment, structure, and finishes

What Goes into a Home Inspection

A home inspection gives the buyer an impartial, physical evaluation of the overall condition of the home and items that need to be repaired or replaced. The inspection gives a detailed report on the condition of the structural components, exterior, roofing, plumbing, electrical, heating, insulation and ventilation, air conditioning, and interiors.

Be an Informed Buyer

It is your responsibility to be an informed buyer. Be sure that what you buy is satisfactory in every respect. You have the right to carefully examine your potential new home with a qualified home inspector. You may arrange to do so before signing your contract, or may do so after signing the contract as long as your contract states that the sale of the home depends on the inspection.

I understand the importance of getting an independent home inspection. I have thought about this before I signed a contract with the seller for a home.

X _____ X _____

Signature & Date

Signature & Date



Appendix B

National Valuation Condition Report (old)



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT NATIONAL
VALUATION CONDITION (VC) SHEET

NOTE TO THE HOMEBUYER: THE VALUATION CONDITION (VC) SHEET IS FOR FHA USE ONLY AND NOT TO BE CONSIDERED AS AN FHA INSPECTION. IT IS NOT TO BE ASSUMED ALL PROBLEMATIC CONDITIONS WERE FOUND OR CORRECTED. FHA ENCOURAGES PURCHASERS TO HIRE A PRIVATE HOME INSPECTION SERVICE TO MAKE THE DETERMINATION THAT THE HOUSE IS ACCEPTABLE TO THEM.

FHA Case No _____

Date _____

Appraiser _____

State License No. _____

Property Street Address _____

City-State-Zip _____

LOCATION-PROPERTY ANALYSIS

____ Location and Property Acceptable ____ Location Acceptable/property Rejected(See VC-12)
____ Location 223E/Property Acceptable ____ Location 223E/Property Rejected (See VC-12)
____ Location Rejected (See VC-12) ____ Location and Property Rejected (See VC-12)

THE FOLLOWING CIRCLED CONDITIONS ARE HEREBY MADE A PART OF THE CAPTIONED DIRECT ENDORSEMENT STATEMENT OF VALUE. THE PURPOSE IS TO COMPLY WITH HUD HANDBOOK 4150.1, REV-1 PARAGRAPHS 5-10 THROUGH 5-12, AND 4905.1, REV-1. ALL REPAIRS MUST BE COMPLETED IN A PROFESSIONAL MANNER, IN COMPLIANCE WITH HUD'S GUIDELINES AND SATISFIED PRIOR TO CLOSING.

VC-1 STRUCTURAL DEFECTS

Structural deficiencies noted in the ____ foundation ____ floor support system, ____ framing ____ roof. Provide a report from a registered engineer regarding the cause and proposed correction. When proposed corrective measures are completed, the



engineer must certify that the recommended repairs have been completed and all deficiencies have been acceptably corrected.



VC-2 ATTIC - BASEMENT - CRAWL SPACE

A. Provide ____ access ____ adequate ventilation to the ____ attic ____ crawl space.
(After access has been provided additional repair items may be required)

B. Submit evidence from a licensed waterproofing specialist or licensed home inspector that the condition(s) causing wet basement and/or crawl space has been corrected.
Describe affected area:

VC-3 GRADING AND DRAINAGE

Regrade the lot to provide positive drainage away from the perimeter walls of the house.

VC-4 MECHANICAL SYSTEMS

A. The following utilities were turned off at time of appraisal.
____ water ____ gas ____ electric

The appraiser is required to revisit the property after these utilities are connected.
Additional conditions may be required at the time the appraiser revisits the property.

B. Submit evidence from a licensed home inspector that the ____
system(s) are in safe operating condition. This evidence is required because:

VC-5 PRIVATE ROAD ACCESS AND MAINTENANCE

Submit evidence that (name of road) _____ is protected by
a permanent recorded easement (non-exclusive, non-revocable roadway, driveway
easement without trespass from the property to a public street/road) and that there is an
acceptable maintenance agreement recorded on the property.



VC-6 WELL, INDIVIDUAL WATER SUPPLY AND SEPTIC

A. Submit evidence that the subject property is connected to public
_____water _____sewer.

NOTE: Connection must be made to public or community water/sewage disposal system whenever feasible, i.e., feasibility relates to the distance to connect not the cost.

B. Provide acceptable _____bacteriological test, _____organic test, or any other test required by the State or local HUD office/HOC to determine the acceptability of the private water system. See ML 95-34

C. Provide evidence that the private sewer system is acceptable to the local health department.

VC-7 LEAD BASE PAINT HAZARD

Correct all defective paint surfaces for homes built before 1978, all paint chips must be removed in accordance with 24 CFR, Part 35.

VC-8 ROOFING

Replace existing roof with appropriate roofing material. Installation must comply with local acceptable building practice, or local building codes.

VC-9 CONDOMINIUMS AND PLANNED UNIT DEVELOPMENTS (PUD) (FHA and VA)

A. This project is on FHA's approval list or accepted through reciprocity.
_____Condominium _____PUD

B. The unit is a spot loan.

NOTE: For all condominiums, the lender shall submit certification from the Condominium Association or Management Firm that the condominium ownership is 51% or greater prior to closing the loan. The certification shall be dated within 60 days of the closing date. Also, spot loan binders must be documented in accordance with Mortgagee Letter 96-41.



VC-10 PROPOSED CONSTRUCTION/UNDER CONSTRUCTION OR PROPERTIES LESS THAN ONE-YEAR OLD.

A. If any portion of the property (everything within the legal boundaries of the site) is located in a FEMA 100-year floodplain, the property is not eligible for FHA insurance.

B. The covered multifamily dwelling is not in compliance with handicapped accessibility requirements under Section 804(f)(3)(c) of the Fair Housing Amendments Act of 1988.

NOTE: A covered multifamily dwelling is a unit in a building consisting of 4 or more dwelling units if such building has one or more elevators; and ground floor dwelling units in other buildings consisting of 4 or more dwelling units.

VC-11 WOOD INFESTATION AND SOIL POISONING

A. Structure is ground level, or is a total wood structure. A recognized control operator shall furnish certification using form NPCA-1, or -mandated form, that the house and other structures within the legal of the property indicate no evidence of active termite infestation any damage having resulted from previous infestation has been repaired.

B. Structure is not ground level. No inspection required.

C. Structure located in a geographic area with no active termite infestation. No inspection required.

VC-12 OTHER REPAIR/CONDITION ITEMS SEEN BY APPRAISER NOT PREVIOUSLY LISTED.

Please give number of attached pages with further explanation #_____

Appraiser's Signature_____

Date_____

